Job Description

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| JOB TITLE | Senior HR Assistant (Maternity Cover) |
| LOCATION/  DEPARTMENT | Head Office – Little Blakenham, HR Department |
| REPORTS TO/  SUPERVISED BY | HR Admin Operations Manager |
| MAIN PURPOSE OF THE JOB: (JOB SUMMARY)  To support the HR Team with the day-to-day operations of the HR functions, ensuring IPRS HR policies & procedures are implemented, adhered to and maintained at all times. | |
| KEY TASKS AND RESPONSIBILITIES (JOB CONTENT):  *Main job duties:*  Assist with general enquiries into the HR Department, via email, telephone and in person, and where necessary referring to the HR Admin Operations Manager.  Support and assist the HR Admin Operations Manager and act as the first point of call in their absence  Process employment letters, including job offers, contracts of employment, bank contractor agreements, contract addendums, acceptance of resignation letters, external reference requests.  Assist with the recruitment and selection process, advertising job advertisements online and arranging, preparing interviews.  Conduct interviews at our Head Office and/or at offices across the country when required and complete interview notes.  Conduct pre-employment checks including obtaining right to work and ID documentation, completion of DBS checks on all new employees and obtaining references and health questionnaires.  Manage the onboarding and probationary process for new starters. Complete probationary period outcome letters.  Conduct inductions for all new starters, either at our Head Office, online or Croydon clinic. Send welcome email to new starter following their induction, with relevant new starter forms to complete.  Set new starters up on the system and calculate annual leave entitlement.  Enter accurate information on to various spreadsheets and ensure these are kept up-to-date.  Record staff absence, ensure we receive return to work forms and monitor absence triggers, liaising with line managers and staff when necessary.  Contribute to the preparation of payroll information.  Print ID badges  Place orders for stationary, equipment & staff uniforms  Book hotel, flights and accommodation for colleagues   * Administer friends & family and staff physiotherapy requests * Maintain IPRS Aspire training and development/performance management platform * Monitor, process and maintain absence records.   *General/Additional Duties:*  Photocopying, scanning or filing as required.  Maintain and update employee records and annual leave.  Support Line Managers with all aspects of HR from recruitment through to end of employment.  Carry out any other relevant duties as may be determined by the HR Admin Operations Manager from time to time.  Maintain confidentiality at all times.  Review Employee Benefits and ensure all records are kept up to date.  Updating the Company’s intranet and website. | |

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| QUALIFICATIONS, TRAINING AND EXPERIENCE (D-Desirable E- Essential):   * A levels at grades A-C (D) * GCSE in Math’s & English Language A-C / 9-5 Grade (E)   CIPD Level 3/5 qualified or working towards (D) | |
| EXPERIENCE AND KNOWLEDGE:  Experience of working in an administrative / human resource department (E)  Experience of using various Microsoft programmes and databases (E)  Possess good awareness of employment law (D)  Experience in dealing with confidential and sensitive data (D) | |
| SKILLS AND ABILITIES:  Clear and concise written and spoken communication skills, in particular a friendly telephone manner.  Attention to detail and the ability to record information accurately.  Ability to prioritise and meet relevant deadlines in a demanding environment.  Ability to work on own initiative with minimal supervision in a proactive & methodical manner.  Ability to communicate effectively with internal and external customers.  Ability to perform accurate mathematical calculations. | |
| DBS check required: | Yes (Basic) |
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| Date: | September 2021 |